



Spokane Plan Commission Agenda

April 27, 2016

2:00 PM to 5:00 PM

City Council Chambers

TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE

Public Comment Period:

3 minutes each Citizens are invited to address the Plan Commission on any topic not on the agenda

Commission Briefing Session:

| | | |
|-------------|--|---------------|
| 2:00 - 2:15 | 1) Approve April 13, 2016 Meeting Minutes | |
| | 2) City Council/Community Assembly Liaison Reports | |
| | 3) President Report | Dennis Dellwo |
| | 4) Transportation Subcommittee Report | John Dietzman |
| | 5) Secretary Report | Lisa Key |

Workshops:

| | | |
|-------------|--|----------------|
| 2:15 - 2:45 | 1) 2017 Comprehensive Plan Update | Jo Anne Wright |
| 2:45 - 3:15 | 2) Comprehensive Plan Yearly Amendments | Tirrell Black |
| 3:15 - 3:45 | 3) Infill Housing Sub-Committee Charter Public Involvement Plan & Schedule | Nathan Gwinn |

Board Business:

3:45 - 3:50 1) Vice President Election

Hearing:

4:00 – 4:30 1) Definition of Household Code Amendment Kevin Freibott

Adjournment:

1) Next Plan Commission meeting will be on May 11, 2016

The password for City of Spokane Guest Wireless access has been changed:

Username: COS Guest

Password:

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. The Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers currently has an infrared system and headsets may be checked out by contacting the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Chris Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

| | |
|------------------------------------|--------------------|
| CITY OF SPOKANE PROJECT CHARTER | |
| INFILL DEVELOPMENT | |
| Charter Version #: DRAFT | Issue Date: [DATE] |

1. Introduction

1.1 Project Charter Purpose

The purpose of a Project Charter is:

- To initiate a project;
- To provide an understanding of the project, the reason it is being conducted, its justification, and to provide guidance on completion; and
- To establish the general scope of the work to be accomplished early on in the project initiation phase.

1.2 Project Overview

| | |
|---|---------------------------|
| Project Name: | Infill Development |
| Peoplesoft Project Number Descriptions: | Infill Housing Strategies |
| Peoplesoft Project Number: | 2015907 |

2. Project Summary and Scope

2.1 Problem Statement/Project Purpose or Justification

The project's problem or issue to be addressed is as follows:

The city has limited available land and a growing population. Our economic development potential as a city is limited by our ability to provide affordable, quality housing choices to all economic segments of the population.

Without the ability to provide housing within the core of the city, growth will occur in a manner that results in urban sprawl, which is more costly to the community to provide and maintain infrastructure. It also results in decreased livability and less transportation options.

While a number of infill development tools were adopted into the Spokane Municipal Code (SMC) in 2012, those tools have been only minimally applied by the development community. One obstacle to encouraging and promoting infill development that is consistent with the City's Comprehensive Plan appears to be a lack of knowledge and/or confusion regarding the applicability of existing infill development tools within SMC on the part of potential investors, developers, and the general public.

2.2 Project Description and Goals

By promoting better understanding of infill development tools and resources, the Plan Commission and staff will identify issues and form recommendations to address these issues. The project will support Comprehensive Plan and [Vision 2020](#) initiatives, particularly as it relates to economic growth and quality of life.

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Our mission as the Infill Development Team is to identify tools that will enable and promote quality development on vacant and underdeveloped lots and parcels in developed areas of the city as well as within the city’s urban growth boundary in a manner that:

- Provides a desirable mixture of housing options, and sustainably realizes density objectives;
- Is designed to maintain and encourage attractive neighborhood character;
- Is consistent with the City of Spokane Comprehensive Plan, as well as adopted neighborhood plans and subarea plans; and,
- Is consistent with existing neighborhood character, and/or the neighborhood character envisioned in adopted neighborhood plans.

The goals of this project are as follows:

- Communicate and review today’s development standards and tools with descriptive graphics to illustrate implementation potential.
- Develop recommendations to increase clarity and effectiveness of existing residential infill regulations.
- Explore opportunities to better promote and encourage infill housing development in desired locations through potential changes in policies, code amendments, education and promotion strategies, and/or incentive programs.
- Evaluate what, if any, further changes are needed to implement the City’s Comprehensive Plan policies, and neighborhoods’ visions as reflected in adopted neighborhood and subarea plans, for development of vacant or underdeveloped lots and parcels within an already built-up area.
- Establish a system to monitor trends in permit counts and valuation by area, and evaluate performance relative to the economy.

2.3 Strategic Alignment with City’s Comprehensive and Strategic Plans

The City needs to achieve its growth goals through encouraging mixed-use and residential development where adequate public facilities exist or can be provided efficiently, in strategic alignment with the City’s [Comprehensive Plan](#), as well as adopted neighborhood and subarea plans. The vision for this growth is that there will be a variety of residential housing types, existing housing stock will be preserved where appropriate, and housing built on vacant or underdeveloped sites will be well-designed, varied in form, compatible with surrounding uses, and will reinforce or improve the established neighborhood character. Infill development should occur in neighborhood centers near transit or in a manner that provides the catalyst for developing the neighborhood services that are envisioned. Strategies to promote infill housing should address both single-family and multi-family housing options, with opportunities for both owner-occupied as well as rental units. New tools need to help communicate available options, applications, and potential incentives.

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The products and services of this project are intended to support the successful execution of [Vision 2020](#), the City’s strategic plan. The project supports strategies in the plan categories of public safety, jobs and economic growth, budget, infrastructure, and quality of life.

2.4 Project Sponsor

The project co-sponsors are City Council President Ben Stuckart and City Administrator Theresa Sanders.

2.5 Project Management Triple Constraints

Numerically prioritize the project’s triple constraints by filling in (S) Schedule, (B) Budget, and (Q) Quality/Scope in order of priority – this prioritization will guide decisions through the project management process.

Priority #1: Quality/Scope

Priority #2: Time

Priority #3: Budget

2.6 Project Manager

The project manager is Nathan Gwinn, Assistant Planner. The project manager is responsible for the day to day management of the project according to the terms of this Project Charter. The project manager may approve changes having little or no impact to the project, as specified in the Change Management Plan (Appx. A).

2.7 Project Objectives and Major Deliverables

The objectives of the project are to:

- Produce useful documents to describe today’s development standards and tools.
- Increase public awareness of the infill tools and allowable development products.
- Engage in dialogue with stakeholders that results in productive recommendations to increase opportunities for development and new housing on vacant or underdeveloped sites in developed areas within the city’s urban growth boundary.
- Develop an easy-to-follow report and recommendations for future action based on the project’s findings.
- Develop a plan for monitoring the effectiveness of infill development strategies developed through this process.

2.8 Stakeholders

| Functional Group or Individual | Responsibility |
|---|--------------------------------|
| Citizens and property owners, through neighborhood council representation, such as a selected number of representatives from each City Council District | Consulted/Informed |
| Developers, homebuilders, and industry representatives | Consulted/Informed |
| Architects, contractors, and industry representatives | Consulted/Informed |
| Financial entities, through officers and industry representatives | Consulted/Informed |
| Real estate professionals and industry representatives | Consulted/Informed |
| Local agencies, such as Spokane Transit Authority and Spokane Regional Health District | Consulted/Informed |
| Community organizations, such as business associations, Spokane Preservation Advocates, and Futurewise | Consulted/Informed |
| Plan Commission steering committee members | Accountable/Consulted/Informed |
| Additional steering committee members, comprised of approximately 12 total representatives from the development, financing, and design communities, and from community organizations. | Accountable/Consulted/Informed |
| City Departments | Consulted/Informed |
| John Pederson, for Spokane County Building & Planning | Consulted/Informed |
| Ben Stuckart and Theresa Sanders, Project Co-Sponsors | Accountable/Consulted/Informed |
| Lisa Key, Project Lead | Accountable/Consulted/Informed |
| Nathan Gwinn, Project Manager | Responsible |

2.9 Scope

The scope of the project includes the activities listed below.

- Create, develop, revise and/or present marketing materials.
- Work with stakeholder representatives in a series of meetings using discussion materials that support the project goals.

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- Assess the potential of new implementation measures (i.e., regulations, projects, and programs) to promote good infill design and make specific recommendations on specific further actions to be carried forward by the Plan Commission and staff.
- Create a report that provides recommendations including, but not limited to, potential changes in policies, code amendments, education and promotion strategies, incentive programs, and areas for further study.
- Develop a plan for monitoring the effectiveness of infill development strategies developed through this process.

Recommendations from the infill development steering committee are expected to identify potential amendments, but these recommendations will be implemented under a separate process, with staff assignments and development timing, and Plan Commission workshop scheduling to be determined, based upon the scope of those potential amendments.

3. Project Guidance

3.1 Desired Completion Date

Summary Milestones:

- Outreach to community groups (e.g., CA Land Use Committee, Homebuilders Association, DSP, etc.) regarding the project scope and status will be ongoing throughout the project, as requested.
- Meetings with four stakeholder focus subgroups completed by week of June 6, 2016
 - Subgroup 1: Finance/Real Estate
 - Subgroup 2: Architecture/Development
 - Subgroup 3: Neighbors/Community Groups
 - Subgroup 4: Tiny Housing
- Steering Committee Recommendation Workshops to be completed by week of July 4, 2016.
- Public Open House to be completed by week of July 18, 2016.
- All communication products, not involving meeting preparation, the final report, or follow up activity, to be completed week of August 1, 2016.
- Final recommendation meetings with steering committee completed by week of August 8, 2016.
- Final Recommendation Report issued by August 15, 2016.

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- Plan Commission Workshop on Recommendation Report will be completed by week of August 22, 2016.
- Plan Commission Hearing on Recommendation Report will be completed by week of September 12, 2016.
- City Council will adopt Recommendation Report by week October 3, 2016.

A detailed schedule is attached as Appendix C

3.2 Budget

Staff time budgeted for this project totals 1,248 hours or a .6 FTE for FY 2016. Meeting notices, advertising, promotion, printing and meeting materials are assumed to be nominal and will be encompassed within the Planning Services operating budget. Additional staff time, professional services, or significant project expenses in excess of these parameters will be subject to change management procedures, as detailed below.

3.3 Requirements

Public input will be informed. Stakeholders will be able to understand infill methods and regulations.

Products will effectively communicate and provide a clear path forward for implementation of strategies. They will also be accurate, useful, and capable of future modification as the built environment and regulations change. Products will be consistent with Vision 2020 and the Comprehensive Plan. Information about related processes (such as other committees and task forces) and systems will be shared between other City departments and outside organizations.

3.4 Assumptions and Constraints

Assumptions include that involved staff, steering committee members, and stakeholder groups will have time to devote to the project in the schedule identified. Public engagement meetings will be capable of accommodating the project on schedule. The project budget will be sufficient to complete the project.

No constraints on the project are defined at this time—i.e., no limitation internal or external to the project that will affect the performance of the project.

3.5 Risks

A lack of understanding among stakeholders may impact the project. The general risks are insufficient information and a perception of insufficient results or repeating former efforts with little change. There is a strong possibility that stakeholders will desire a change in scope to promote implementation measures before the project is completed.

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Projects in other parts of the Planning Services Department’s work program may cause delays in meeting target dates for deliverables. Project team members are assigned to other projects as needed, and to programs where workload can change based on outside permit applications. A sudden uptick in the rate of infill growth caused by the project itself may impact the project if permitting workloads increase substantially.

3.6 Public Engagement

Public engagement activities will be detailed in the public participation plan (see Draft Public Participation Program, Appendix B).

3.7 Change Management

A number of reasons might cause the project to change. When a change is requested, a Change Request Form will be completed and submitted for review and approval (see Change Management Plan, Appendix A).

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Project Charter Acceptance

Prepared by :

Nathan Gwinn, Assistant Planner _____
Date

Program Review:

Lisa Key, Planning Services Director _____
Date

Co-Sponsor Approval:

Ben Stuckart, City Council President _____
Date

Co-Sponsor Approval:

Theresa Sanders, City Administrator _____
Date

Project Manager Acceptance:

Nathan Gwinn, Project Manager _____
Date

Note: A final signed copy of the project charter will be provided to the Co-Sponsors and Planning Director.

Appendix A to INFILL DEVELOPMENT PROJECT CHARTER

Change Management

What can cause a project to change?

- Lack of definition
- Undefined assumptions
- Unforeseen circumstances
- Resources
- Regulatory changes
- Client
- Environmental conditions
- Priorities
- Politics

Change Request Form

When a change is requested, a Change Request Form will be completed and submitted for review and approval

General Guidelines

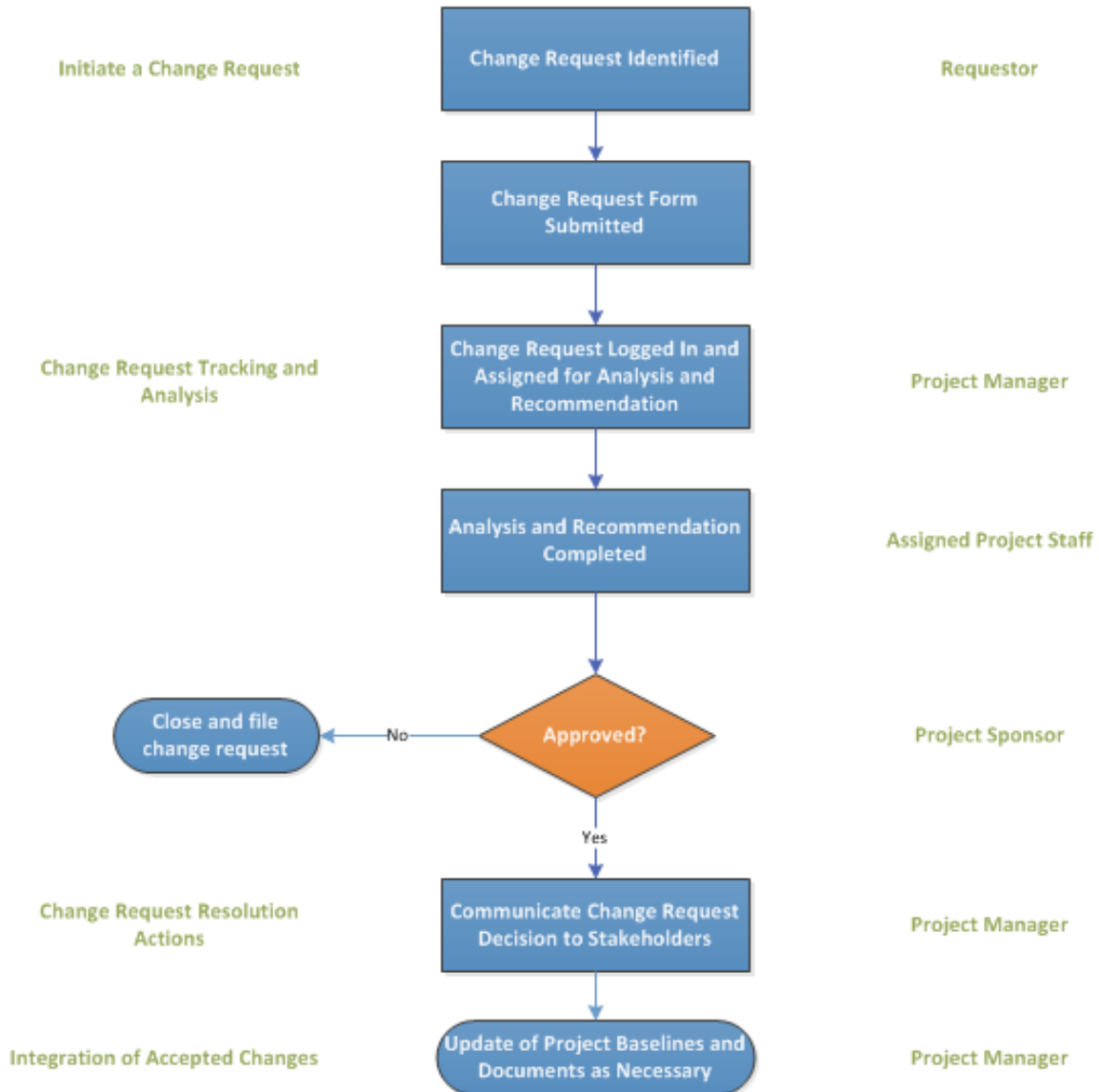
All change requests will be submitted by the Project Manager via a Change Request Form.

- The Project Manager will coordinate all activity related to a change request.
- If applicable, all change requests will go through a team impact analysis.
- The Project Sponsor must approve changes extending or shortening cost or schedule by the agreed upon percentage or more.
- The Project Manager may approve changes having little or no impact to the project. The Project Manager will notify the Project Sponsor of these approvals. The Project Manager will assess when the project can no longer absorb low impact requests at which point these requests will be forwarded to the Project Sponsor for consideration.

Change Management Process

Change Management Process

Change Management Role



Change Request Form

To be completed by Project Manager:

| | | | |
|---|---|-------------------------|--|
| Change Request #: | | Date of Request: | |
| Department: | | | |
| Primary Contact Person: | | | |
| Email Address: | | | |
| Primary's Phone: | | | |
| Project Name: | | | |
| Change Request Title: | | | |
| | | | |
| Date Change Needed By: | | | |
| Type: (Choose one) | <input type="checkbox"/> Requirement <input type="checkbox"/> Scope <input type="checkbox"/> Cost/Budget <input type="checkbox"/> Schedule <input type="checkbox"/> Other: _____ | | |
| Priority: (Choose one) | <input type="checkbox"/> 1 – High: Project objectives and deadline will not be met without considering this change request. <input type="checkbox"/> 2 – Medium: Project objectives and deadline may not be met without considering this change request but overall satisfaction with end results may suffer. <input type="checkbox"/> 3 – Low: Project objectives and deadline will be met without considering this change request but overall satisfaction with end results may suffer. | | |
| Change Request: (Describe the requested change and why it is necessary. Provide details on all aspects of the change.) | | | |
| Impact: (Describe impact of change, including costs and benefits. Describe impact if change is not made.) | | | |
| Proposed Possible Solutions & Recommendation: | | | |
| Comments: | | | |
| | | | |
| To be completed after review (by Project Manager, Project Sponsor) | <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other – Reason: _____ | | |
| Approver Signature/Title: | | | |
| Approval Date: | | | |

Infill Development

Steering Committee Meeting Schedule (Appendix C to INFILL DEVELOPMENT PROJECT CHARTER)

| 2016 Month | April | | | | | May | | | | June | | | | July | | | | August | | | | September | | | | October | | | | | November | | | | December | | | |
|--|-------|---|---|----|----|-----|---|----|----|------|---|----|----|------|---|---|----|--------|----|---|----|-----------|----|---|----|---------|----|----|---|----|----------|----|---|----|----------|----|--|--|
| Monday of Week (meetings targeted any day of week)---> | 25 | 2 | 9 | 16 | 23 | 30 | 6 | 13 | 20 | 27 | 4 | 11 | 18 | 25 | 1 | 8 | 15 | 22 | 29 | 5 | 12 | 19 | 26 | 3 | 10 | 17 | 24 | 31 | 7 | 14 | 21 | 28 | 5 | 12 | 19 | 26 | | |
| Full Plan Commission Workshop: Sub-Committee Charter, Public Participation Plan & Schedule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Project Webpage | | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Focus Group 1 Meeting - staff hosts and facilitates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Focus Group 2 Meetings: Architecture/Development (2a & 2b for- and non-profit initial subgroups) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Focus Group 3 Meeting: Neighbors/Community Groups | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Focus Group 4 Meeting: Tiny Housing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff follow-up activity: Send notes, collect and validate comments | | | | | x | x | x | x | x | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | |
| Steering Committee Workshop #1 | | | | | | | | | ★ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Steering Committee Workshop #2 | | | | | | | | | | | ★ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Public Open House (may be held virtually?) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Draft Report and Recommendation | | | | | | | | | | | | | | | x | | | | | | | | | | | | | | | | | | | | | | | |
| Steering Committee Recommendation Meeting | | | | | | | | | | | | | | | | ★ | | | | | | | | | | | | | | | | | | | | | | |
| Final Report and Recommendation | | | | | | | | | | | | | | | | x | | | | | | | | | | | | | | | | | | | | | | |
| Full Plan Commission Workshop for Steering Committee Report and Recommendation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Commission Public Hearing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City Council Advance Agenda Briefing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City Council Resolution Adoption on Legislative Agenda | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Meeting Schedule Key:

- Plan Commission
- Focus Group
- Steering Committee
- Open House
- City Council
- Bold Text = Steering Committee Attendance Required**
- ★ = Key Meeting
- x = product occurrence target by week

Public Participation Program

(Appendix B to INFILL DEVELOPMENT PROJECT CHARTER)
Version DRAFT 4/25/2016

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Introduction

The City of Spokane is developing strategies and discussing issues and opportunities related to infill housing, which is intended to result in short- and mid-term recommendations for action. This public participation plan is a framework for activities to include input in developing strategic recommendations by a designated steering committee for potential programs, projects or regulations for infill development.

Meaningful public involvement is a key component of any planning process. Public involvement and investment in the process is crucial to the outcome. The City of Spokane is committed to engaging the public and targeted stakeholders throughout the project. It is the goal of this public participation plan to ensure all Spokane residents are aware of the process and have the opportunity to be active participants.

This public participation program outlines the public involvement goals and objectives for the Infill Development Project, as well as the strategies that will be used to fulfill the goals and objectives. It also shows general timeframes for public involvement, the exact timing of which will be contingent upon steering committee progress toward recommendation development.

The Infill Development Project

Project Purpose

- To identify tools that will enable and promote quality development on vacant and underdeveloped lots and parcels in developed areas of the city as well as within the city's urban growth boundary in a manner that:
 - Provides a desirable mixture of housing options, and sustainably realizes density objectives;
 - Is designed to maintain and encourage attractive neighborhood character;
 - Is consistent with the City of Spokane Comprehensive Plan, as well as adopted neighborhood plans and subarea plans; and,
 - Is consistent with existing neighborhood character, and/or the neighborhood character envisioned in adopted neighborhood plans.

Project Goals:

- Communicate and review today's development standards and tools with descriptive graphics to illustrate implementation potential.
- Develop recommendations to increase clarity and effectiveness of existing residential infill regulations.
- Explore opportunities to better promote and encourage infill housing development in desired locations through potential changes in policies, code amendments, education and promotion strategies, and/or incentive programs.
- Evaluate what, if any, further changes are needed to implement the City's Comprehensive Plan policies, and neighborhoods' visions as reflected in adopted neighborhood and subarea plans, for development of vacant or underdeveloped lots and parcels within an already built-up area.
- Establish a system to monitor trends in permit counts and valuation by area, and evaluate performance relative to the economy.

Desired Communication Outcomes

- Produce useful documents to describe today's development standards and tools.
- Increase public awareness of the infill tools and allowable development products.
- Dialogue with stakeholders that results in productive recommendations to increase opportunities for development and new housing on vacant or underdeveloped sites in built-up areas.
- Develop an easy-to-follow report and recommendations for future action based on the project's findings.
- Develop a plan for monitoring the effectiveness of infill development strategies developed through this process.

How the Report Will Be Used

- The final report and recommendations by the steering committee will be used to guide and monitor the development of changes in policies, code amendments, education and promotion strategies, and/or incentive programs, and their subsequent effectiveness in promoting infill development opportunities.

Public Involvement Objectives

Education/Information

- Actively engage the public in the planning and recommendation process by gathering public input.
- Promote key interest group participation in infill development.
- Leverage the key interest groups as advocates for public understanding, support, and funding.
- Inform stakeholders about the participation process.
- Generate awareness about involvement opportunities.
- Increase awareness of the interrelation between infill development and sustainability.

Engagement

- Ensure public input is considered throughout the planning and decision-making process.
- Engage the general public and key interest groups.
- Provide multiple and different types of input opportunities.

Public Involvement Activities

Opportunities for public comment will be provided at several public meetings and by email throughout the project. Public comments and recommendations, collected in the meetings and discussions described below, will be compiled in a comment log and general response summary to enable arranging by interest areas and topics, an example of which is attached as **Attachment A**. The final study report will include this log as a Comment/Response appendix to the report.

Outreach to Community Organizations

The project will reach members of various organizations in the community to promote awareness of the project and opportunities to participate. Throughout the project, project staff will provide presentations as requested to community and professional organizations. Such organizations include the Community Assembly Land Use Committee, Homebuilders, Realtors Association, Downtown Spokane Partnership, neighborhood business associations, and neighborhood councils.

Project staff will send a participation request by email to all neighborhood council chairs. The request will ask that each neighborhood council:

- discuss and document the opportunities and concerns associated with infill development, and
- coordinate with other neighborhood councils to designate two representatives from each City Council District to participate in the Neighbors/Community Groups focus group meeting, described below under the section “Meet with Stakeholder Focus Groups.”

The City’s Office of Neighborhood Services staff liaisons will also provide information at neighborhood council meetings to encourage involvement. Neighborhood councils will be encouraged to remain involved in phases of the project following the focus group meeting.

Create a Steering Committee

A steering committee that includes Plan Commission members and identified stakeholder representatives will be established to participate in multiple focus group meetings and workshops. Members of the committee will include:

| | |
|---|--|
| Plan Commission Members | Patricia Kienholz, Commissioner |
| | Michael Baker, Commissioner |
| City Council Members | Ben Stuckart, Council President |
| | Lori Kinnear, District 2, Liaison to Plan Commission |
| Finance/Real Estate | Mike Ekins, Interface Commercial Capital |
| Development (non-profit) | Cindy Algeo, Spokane Low Income Housing Consortium |
| | Darryl Reber, Inland Empire Residential Resources |
| Development (for-profit) | Michael Cathcart, Spokane Home Builders Association |
| | Asher Ernst, Infill Developer |
| | Evan Verduin, Make Architecture & Design |
| Community Organizations/ Neighbors | Kathryn Burk-Hise, Spokane Preservation Advocates |
| | Greg Francis, Plan Commission Community Assembly Liaison |
| | Kitty Klitzke, Futurewise |
| | Gail Prosser, Business Owner, Neighborhood Resident |
| | Andrew Rolwes, Downtown Spokane Partnership |
| Project Staff (non-voting) | |

The steering committee will hold meetings before and after discussing infill development opportunities with the four focus subgroups described below. Meetings held before the focus subgroup meetings will be concerned with the project approach, while meetings held after the focus subgroup meetings will be concerned with developing the recommendations. These meetings will be noticed and open to the general public.

Meet with Stakeholder Focus Groups

Infill housing stakeholders will be invited to engage in a discussion of infill development centered on perspectives of four subgroups. These meetings are intended to be small to maintain focus. In addition to including all steering committee members, emphasis in each of the focus group meetings will be on a greater number of participants from the various stakeholder groups.

1. Finance/Real Estate
 - Representatives of lending entities and real estate agents
2. Architecture/Development
 - Includes two subgroups: Not-for-profit developers and for-profit developers
 - Development community
 - Design and construction consultants
 - Large property owners
3. Neighbors/Community Groups
 - Representatives of neighborhood councils, with two neighborhood councils targeted per City Council district plus the Riverside neighborhood council (seven total). The appropriate

representatives will be designated by the neighborhood councils as described above under “Outreach to Community Organizations.”

- Community organizations
- Public agencies
- Other interested members of the public

4. Tiny Housing

- Developers of tiny housing

Public Open House

After the steering committee has completed its stakeholder focus subgroup meetings, it will hold an open house meeting session, and participants will be asked to provide input on preliminary recommendations. Widespread public notice will be provided before the meeting. Draft documents that are being discussed by the steering committee will be available before the meeting. The steering committee will consider the public input during subsequent meetings as the committee develops a final report and recommendation.

Distribute Public Notices and Information

The City of Spokane will use a variety of methods to inform the public about public meetings, availability of draft reports, and important project milestones.

- **Internet**

An interactive webpage with a broad range of capabilities to share information, facilitate public involvement online, and document project outcomes will be set up on the City of Spokane’s project webpage at <http://my.spokanecity.org/projects>.

The webpage will be capable of disseminating information such as news posts, event notices, documents, and meeting notes. Interactive maps and online engagement elements may be included. An intuitive user interface and search tools will be incorporated to help citizens locate relevant information quickly.

Social media channels, including Twitter and Facebook, will be integrated into the webpage to allow for easy sharing of articles and project updates. The webpage will use the City’s webpage format template with a mobile phone interface that allows the project team to share information and updates with demographics whose primary access to the Internet is via their Smartphone.

The City of Spokane may provide related updates about the project and otherwise promote the project on its website, newsfeeds, and social media.

Public information about existing methods of developing infill housing is available at the City’s Development Options website, <http://my.spokanecity.org/business/residential/development-options/>. This webpage will be linked from the project website.

- **Email List**

The Planning and Development Department will maintain a mailing list for notices of scheduled meetings. Notice will be provided by email. Individuals and organizations interested in being on the mailing list should email ngwinn@spokanecity.org or call at (509) 625-6893.

- **News Releases**

To inform a broad audience of the project and/or final recommendation, the City of Spokane will issue one or more news releases to local media including, but not limited to: The Spokesman-Review, the Inlander, City Cable 5, and other TV and print media. New releases are also posted on the City’s web site, emailed to subscribers, and published on the City’s Facebook and Twitter accounts.

- **Other Methods**

The project team may use other methods to reach a broad audience through a variety of channels. Examples of such other methods include, but are not limited to: neighborhood council status reporting and information gathering via City of Spokane Neighborhood Services staff liaisons at regular neighborhood council meetings; one or more status reports to the Friday Update weekly newsletter produced by City of Spokane Neighborhood Services, a one- or two-time direct mail brochure through utility billing inserts to City customers; media appearances; and short video productions for Web and TV Channel 5 to promote basic understanding by a broad audience on a number of relevant aspects of the project, such as webpage references, Comprehensive Plan goals, and challenges facing infill development in Spokane.

Spokane Infill Development Staff Contacts

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|---|----------|--|
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April 20, 2016

TO: Plan Commissioners

FROM: Tirrell Black, Assistant Planner

**RE: Briefing on Comprehensive Plan Amendment Process
April 27, 2016 Plan Commission Meeting**

Background:

Every year the City of Spokane accepts applications to amend the City's Comprehensive Plan. These applications may be for amendments to the text or the maps located within the Comprehensive Plan. These applications may be made by the city, citizens, or property owners. The deadline for these applications is October 31, per Spokane Municipal Code (SMC) SMC 17G.020.

For the 2015/2016 Comprehensive Plan amendment docket, four Comprehensive Plan Amendment applications were submitted. One application has been withdrawn. I will be reviewing the applications in brief at the conclusion of the briefing, but project specific information including maps, application materials, and agency comments to date can be found on the webpage for the 2015/2016 Proposed Amendments.

Key Actions So Far:

- Applications by October 31, 2015
- Agency and Interested City Department Review December 9, 2015 to February 8, 2016 (unusually long review because of complexity of applications)
- Agency Comment conveyed to applicants on February 16, 2016
- One applicant withdrew application on February 18, 2016
- Traffic Impact Analysis required for Morningside Investments (Z1500084COMP)
- Staff received Draft Traffic Impact Analysis on April 15, 2016, it is currently under review by City of Spokane Traffic Engineer, WSDOT and Spokane County Engineering are currently reviewing traffic study.
- Planning Staff anticipate opening the public comment period (60-day) in May this will continue until July 2016.

Upcoming Workshops and Public Hearing

During the public comment period, the Plan Commission holds substantive workshops on each proposed amendment. Staff will make a presentation on the specific applications. These are opportunities for more in depth discussion of the individual applications and discussion of their merits. The applicants are afforded the opportunity to speak to the Plan Commission. However, public testimony is not taken

during the workshops. Written comments submitted by the public are forwarded to the commissioners before the workshops. Following the public workshops and the close of the public comment period, a public hearing is scheduled. It is also at this time that the Planning Director makes a SEPA Determination and a Staff Report is prepared. The exact date of the Public Hearing is not yet determined or scheduled.

Resources:

2015/2016 Proposed Comprehensive Plan Land Use Amendments

<https://my.spokanecity.org/projects/comprehensive-plan-amendment-cycle-2015-2016/>

Spokane Municipal Code Chapter 17G.020

<https://my.spokanecity.org/smc/?Chapter=17G.020>

end